

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

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REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	AMENDMENT	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124	TASK NO. 309	903-621-15-60-89 903-627-10-01-89	00 00

TASK TITLE: (NTE 80 characters; include Project name)

Earth Sciences Directorate Internet and Technical Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Dr. Dorothy J. Zukor, Deputy Director	DATE	ORG CODE	MAIL CODE	PHONE
<i>Dorothy J. Zukor</i>	5/31/00	900	900	301-614-5635

BRANCH HEAD

Dr. Dorothy J. Zukor	DATE	CODE	PHONE
<i>Dorothy J. Zukor</i>	5/31/00	900	301-614-5635

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Robert S. LeBair Jr.	DATE	CODE	PHONE
<i>Robert S. LeBair Jr.</i>	6/23/00	560	301-286-6588

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?
(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

CONTRACTING OFFICER'S QUALITY REP.
Larry Moore, Code 303, 301-904-4519

DESIGNATED FAM:

JUN 26 2000

☒ NO ☐ YES

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:
Date:

Contractor will develop specification or statement of work under this task for a future procurement. ☐ NO ☐ YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. ☐ NO ☐ YES ☐ N/A

Government Furnished Property/Facilities: ☒ NO ☐ YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: ☐ NO ☒ YES If yes: ☒ TOTAL ☐ PARTIAL
If partial, indicate onsite work in SOW by asterisk (*)

Surveillance Plan Attached: ☐ NO ☐ YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 7/3/00.

INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No.1	No.2	X No.3	No.4	No.5
Cost	10%	50%	25%	25%	7%
Schedule	15%	25%	25%	50%	7%
Technical	75%	25%	50%	25%	7%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 147,816.

The target fee of this task order is \$ 9,608.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 157,424.

The maximum fee is \$ 14,042.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

Theresa J. Becker

SIGNATURE OF CONTRACTING OFFICER

6/16/00

DATE

TERESA J. BECKER

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5-99124	309	

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)

See page 3.

PERFORMANCE SPECIFICATIONS:

The format of the monthly technical progress report shall be in accordance with the contract.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 7/1/01

MILESTONES/DELIVERABLES AND DATES:

- Technical Progress Report: due the 15th of each month, reporting on the previous month's activities

PERFORMANCE STANDARDS:

Schedule: On-time delivery/completion of the above deliverables/milestones.
Technical: Acceptance by the ATR of the above.

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Dr. Dorothy J. Zukor, building 33, room E122.

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Contract NAS5-99124

STATEMENT OF WORK:Task #: **309****Earth Sciences Directorate Internet and Technical Services**Synopsis:

Design, development, management, execution, and maintenance of web-based projects related to Earth Sciences Directorate R&D and programmatic activities; generation of comparative publication and citation reports of Directorate and GSFC scientific research; and programmatic, research and technical services to Directorate senior management.

Internet and Technical Services:

1. Contractor shall actively promote and recommend sites validated by the NASA/GSFC External Review Panel to appropriate audiences (e.g., research community, educators at appropriate grade levels, science attentive public) via the Earth Sciences Directorate's portal sites, fact sheets publicizing Earth science sites for non-science audience, and other means.
2. Contractor, in collaboration with the Directorate's Chief Information Officer, will provide an annual report on the effectiveness of the Directorate's popular science, education and portal sites. Contractor will present the metrics and the analysis of the metrics indicating both strengths and areas requiring improvement.
3. Contractor, in collaboration with the Directorate's Associate Director for Education and Outreach, will develop a process to identify web sites or portions of web sites that by their clientele and usage are "popular science sites." Contractor will develop a mechanism to enhance general access to these de facto popular science sites.
4. Contractor, in collaboration with the Directorate's Associate Director for Education and Outreach, shall develop a process to identify and prioritize topics that need to be developed or enhanced on Directorate web sites so that web visitors will anticipate finding such materials on such web sites.
5. Contractor, as lead webmaster for the Directorate, shall hold bimonthly roundtables to foster superior science communications and to address Directorate-wide policies and performance metrics for popular science sites, educational sites, peer science sites, etc. Contractor shall use "best practice" case studies to inform Directorate webmasters, scientists, engineers, graphic artists, science writers, and management on the most effective approaches to on-line science communications.

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Contract NAS5-99124**STATEMENT OF WORK:****Task #: 309**

6. Contractor, in collaboration with the Directorate's Chief Information Officer, shall create an on-line resource for Directorate webmasters/curators. Contractor shall provide expert guidance to assist in the development of plans to collect performance metrics that assess the utility of a web site to its target audience and the long-term value of the web site to that audience. Contractor shall also oversee that all "popular Directorate web sites" will use, at a minimum, a basic set of metrics to assess their performance and that they will track and evaluate their web sites in the context of the results from these measures, over the long-term.
7. Contractor, in collaboration with the Directorate's Chief Information Officer, shall promote thematic integration of all the Directorate's popular science and educational product web sites.
8. Contractor shall provide American with Disabilities Act (ADA) guidelines for web sites and HTML best practices for implementing these guidelines to all Directorate webmasters/curators.
9. Contractor shall optimize the Directorate's portal sites (popular science, peer science, education, and applications) to draw public attention to the Directorate's web sites and to funnel them into "hot" portions of these sites. Contractor shall use techniques such as research news, information and programming for the science attentive audience, etc.
10. Contractor shall update and maintain all current Directorate-specific web and portal sites which include the Directorate office web site, Earth Sciences Portal, and the Earth Science Educator portal.

Comparative Bibliometric Analyses (for Earth Sciences Directorate):

The contractor shall provide comparative bibliometric analyses of NASA Goddard, Directorate, other NASA centers, universities and world-class research laboratories as a management tool for Directorate senior management. These analyses shall include citation and publication statistics for these organizations as measure of comparative research performance. These analyses will be used as part of the Directorate's overall strategic and performance plans. To perform these analyses, the contractor shall use the most comprehensive and complete bibliometric data that is commercially available. Contractor shall use database software to construct queries that provide a variety of bibliometric snapshots of Directorate research performance over specified periods and compare such results with the bibliometric data of other organizations involved in Earth Science research.